

IV. RECORDS RETENTION SCHEDULE

MARYLAND STATE BOARD OF CENSORS  
DEPARTMENT OF LICENSING AND REGULATION

Schedule No. 612-17

This Schedule Lists Only Those Records  
Created and Used by the

Maryland State Board of Censors

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-17

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Maryland State Board of Censors

Item No.	AGENCY Description	DIVISION Retention
1.	<p><u>ALPHABETICAL FILE:</u></p> <p>Maintained in this file are Form No. 2 Orders which are used in approving film without elimination and records order number, date, title, type of film, number of reels and feet, manufacturer, applicant and approval of Board with amount of examination fee. Also filed here are Forms 10 and 11 which are used with film that must have segments eliminated.</p>	Retain permanently.
2.	<p><u>FILM ANALYSIS CHARTS FOR FEATURE FILMS:</u></p> <p>The older cards in this records series show background data for the film such as crime, violence, immorality, drinking, sacrilege, ratings of other reviewing and censoring boards both official and quasi-official and any remarks of the reviewer. The newer cards list the names of the actors, actresses, producers and directors, the copyright holder, a brief description of the film, the Board's action plus ratings of other reviewing boards.</p>	Retain permanently.
3.	<p><u>FILM RECORD CARD (Form 24):</u></p> <p>This card is prepared for each original print received by the Board and records the date, title of film, print number, number of reels and length of film in feet. Duplicate prints subsequently sent to the Board for approval and seal are noted on the card.</p>	Retain permanently.

Schedule approved by Department, Agency or Division Representative

Director,

Administrative Services

July 31, 1975

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
4.	<p><u>APPLICATION FILE:</u></p> <p>Shows application number, title of film, number of reels and feet, manufacturer, applicant and action taken by the Board; approved, unapproved with elimination or rejected. The amount of money received for fee is also shown.</p>	Retain for three (3) years and audit, then destroy.
5.	<p><u>FILM FILE:</u></p> <p>Folders established for rejected, withdrawn or eliminated movies that contain correspondence with film exchanges concerning possible litigation, correspondence with judicial branch, notes on specific movie scenes deemed questionable, completed Forms 1, 10, 11, 15, and 83.</p>	Retain for twenty-five (25) years, then destroy.
6.	<p><u>THEATRE CARD FILE</u> (Form No. 34):</p> <p>3" x 5" cards arranged alphabetically by name of theatre and listing the telephone number, address, owner's name, manager's name, daily hours and seating capacity. Divided into two sections, Foreign and Domestic.</p>	Retain for three (3) years after closing of theatre, then destroy.
7.	<p><u>DAILY RECORD OF SEALS ISSUED:</u></p> <p>Letter size documents containing columns for seal number, title of film, print number, manufacturer number, number of reels, rating and footage. Intermixed with the above are Daily Record of Censorship Applications forms which have columns for number of reels (original), fee and footage.</p>	Retain for ten (10) years, then destroy.